

TEFAP Reporting Due Dates

Exhibit G TEFAP Manifest – Signed manifests need to be submitted to the Food Distribution Unit within 15 days after commodity delivery.

Exhibit K TEFAP Request for Reimbursement - Submit within 30 days of commodity distribution. *Note State Fiscal Year closing June 30th and Federal Fiscal Year closing September 30th. ***All requests must be submitted before these deadlines.***

Exhibit L TEFAP Participating Organizations Monthly Report – Participating Organizations need to submit report to TEFAP Coordinators within 10 days following the last day of the reporting month.

Exhibit M TEFAP Area Office Monthly Report - TEFAP Coordinators need to submit report to Food Distribution Unit no later than 30 days following the last day of the reporting month. ***(Missing reports could place a hold on federal funds for reimbursements.)***

Other Miscellaneous Submissions

- 1) If a shipment of commodities is received directly from the vendor and not from the State Contracted Warehouse, copies of the shipping paperwork must be submitted to the Food Distribution Unit upon receipt of shipment.
- 2) TEFAP Agreement forms must be on file for all participating distributors. Once an Agreement is signed it becomes permanent. The only instance a new one would be needed is if an existing organization changes their name and/or address.
- 3) Annually, TEFAP coordinators must update distributing organizations information. FDU will request this information in July which will include contact changes for the web, after hours contact information for food recall emergencies, and household numbers served for the prior FY. This will be due back to FDU by mid August each year.